



Applicant Job Aid: Creating your NCID


Beginning in the fall of 2016, the child care workforce will begin using the WORKS Applicant Portal to register as a child care provider, facility owner and/or director, and maintain their workforce information to support education requirements, etc.

To use the applicant portal, an applicant must create (at no charge) and maintain an Individual NCID. This is a secure username and password the applicant will use to access their account. After creating an NCID, the applicant can log in to the WORKS applicant portal and register.

Note: A person may already have a business NCID, but an Individual NCID account must be used when accessing the WORKS applicant portal.

Creating your NCID

1. Each person who creates an NCID must have a valid email address. If a person does not have a valid email address, one must be created before moving forward.
2. Use a web browser to access the North Carolina Identity Management (NCID) website at <https://ncid.nc.gov>.
3. At the bottom of the page, find the blue bar that says “To register for a new NCID account click here.” Click “Register!”

 **North Carolina Identity Management (NCID)**

NCID is the standard identity management and access service provided to state, local, business, and individual users. NCID provides a high degree of security and access control to real-time resources.

User ID: [forgot your User ID?](#)

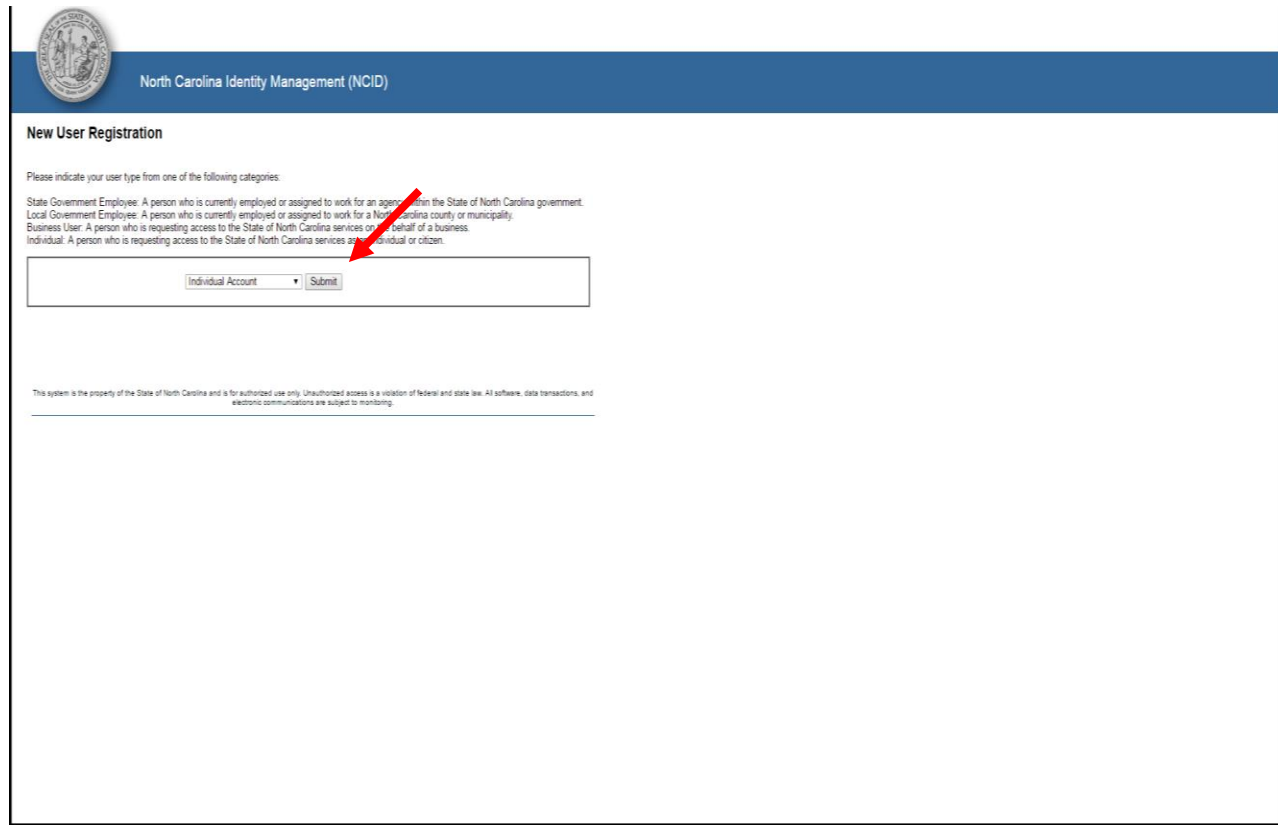
Password: [forgot your Password?](#)

[Need Help?](#)

REMINDER: Bookmarking this page can lead to error messages or denied access to your application or service

To register for a new NCID account click here: **Register!**

4. On the New User Registration page, choose “Individual Account” from the drop down menu and click “submit.”



North Carolina Identity Management (NCID)

New User Registration

Please indicate your user type from one of the following categories:


State Government Employee: A person who is currently employed or assigned to work for an agency within the State of North Carolina government.
 Local Government Employee: A person who is currently employed or assigned to work for a North Carolina county or municipality.
 Business User: A person who is requesting access to the State of North Carolina services on the behalf of a business.
 Individual: A person who is requesting access to the State of North Carolina services as an individual or citizen.

Individual Account

This system is the property of the State of North Carolina and is for authorized use only. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

5. Complete the required information, including the Self Service Challenges/Responses and then select “Create Account.”

Note: If a requested User ID is already in use, please create a different one. A User ID, password and the answers to challenge questions should be something a person can easily remember.



North Carolina Identity Management (NCID)

New User Registration

Create Individual account

You must activate your account within 3 days after registering or it will be deleted. To do this, you must open the email message that will be sent to the email address you provide here during registration, and click on the URL link to activate your account.

Important!
To ensure that NCID messages will always be delivered to your Inbox, please verify that your email client and email provider are set up to accept messages from ncid.notifications@nc.gov before you complete the registration form below.

Requested UserID: (* Required)

Prefix: (Optional)

First Name: (* Required)

Middle Initial: (Optional)

Last Name: (* Required)

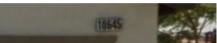
Suffix: (Optional)

E-Mail Address: (* Required)

Confirm E-Mail Address: (* Required)

New Password:

Re-enter New Password:



Enter the words above:

[Refresh CAPTCHA](#)
[Get an audio CAPTCHA](#)
[Help](#)

Notice: Password policy requires that you set up your Challenge Questions

Please note that you will need to remember the answers to these questions in order to reset your password in the future if you forget your password. Please do not store these answers in written form where another person can access them. Please provide answers that are short, easy to remember, and are things that others won't know about you.

Self-Service Challenge/Responses

You must select the challenge questions from the drop down lists below and provide your answers in the space provided. 3 of the following questions will be displayed when authenticating using your Challenge/Responses.

Please select a question

Please select a question

Please select a question

Please select a question

Please select a question

[Create account](#)

6. Record the NCID in a secure place.

Note: Activate an NCID account within three days of creating it. NCID will send a message to the email address provided during registration. In the message, follow the web link to activate the account.

Note: If the Individual NCID is not activated within three days of creating it, the applicant will have to register for an Individual NCID again.